

PERMIT REQUIREMENT DETERMINATION APPLICATION FORM



Updated: October, 2021

Date: _____

CONTACT INFORMATION

Applicant's Name	_____
Applicant's Mailing Address	_____
Applicant's Phone #	_____
Applicant's Email	_____

PROPERTY INFORMATION

Subject Property Address: _____

DESCRIPTION OF REQUEST

Please be as specific as possible. (examples: replace carpet, replace sheetrock or siding, paint exterior, construct patio, install driveway, move interior wall, re-roof, replace water heater, build retaining wall, add parking area, etc.) be sure to include dimensions, and include a sketch if possible:

AUTHORIZATION

I certify that all required information is provided to the best of my knowledge and I understand that any missing or misinformation may delay the response to my request

Applicant's Signature: _____ Date: _____

Printed Name: _____

Determined by Planning: Permit IS required _____ **Permit is NOT required** _____

Notes _____ **Initial** _____ **Date:** _____

Determined by Building: Permit IS required _____ **Permit is NOT required** _____

Notes: _____ **Initial** _____ **Date:** _____

Determined By Engineering: Permit IS required _____ **Permit is NOT required** _____

Notes: _____ **Initial** _____ **Date:** _____